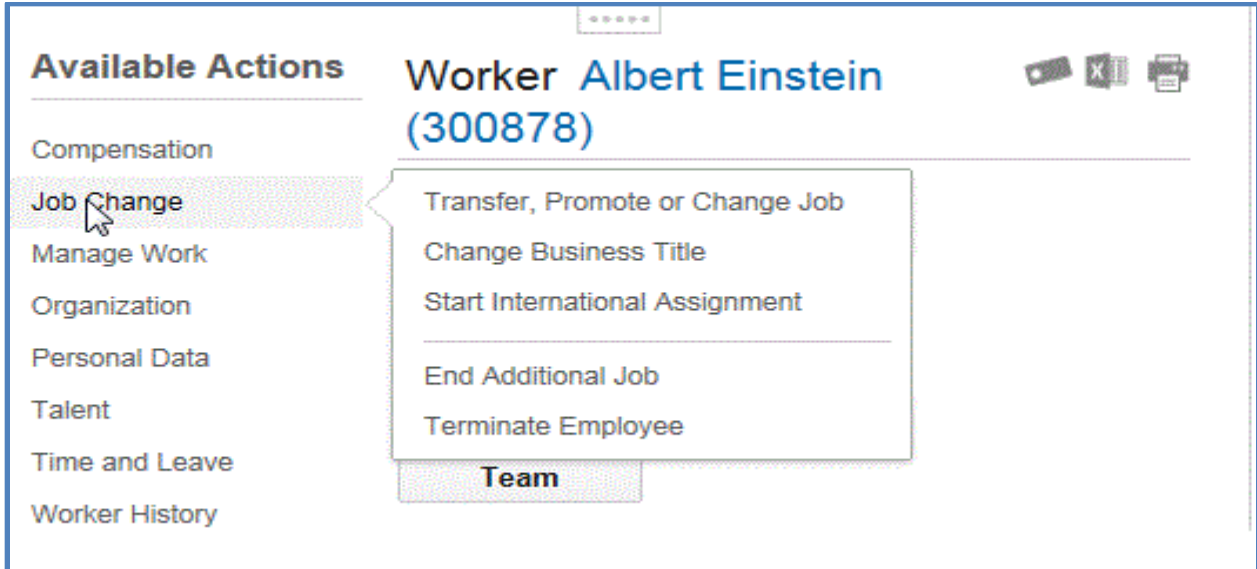


1. Click the Related Actions of the worker.




Available Actions

Worker Albert Einstein (300878)

- Compensation
- Job Change**
 - Transfer, Promote or Change Job
 - Change Business Title
 - Start International Assignment
 - End Additional Job**
 - Terminate Employee
- Manage Work
- Organization
- Personal Data
- Talent
- Time and Leave
- Worker History

Team

2. Select **Job Change > End Additional Job**.



End Additional Job **Albert Einstein (300878)** ... Additional Position

Supervisory Organization

End Date *

Reason *

Close Position ☐

Is this position available for overlap? ☐

Additional Information

[View Comments](#)
[Process History](#)
[Related Links](#)

3. Enter the **End Date** of the additional position.

The Reason Auto populates.

4. Click the **Close Position** check box if appropriate.

No Additional Information is required.

The Overlap check box is not available.

5. Enter a **Comment**.

6. Click **Submit**.

NOTE: The additional position displays until 11:59 PM if today's date is the End Date.